

VOLUNTARY ACQUISITION NOTICE

Grantee or Buyer Letterhead

Date: _____

Property Owner: _____

Address: _____

Subject Property: _____

Dear _____:

Based on information available to our Buyer, we believe that you are the owner of the subject property, and that you are interested in selling said property. Please be advised that we are interested in acquiring this property, if the subject property is a:

Vacant parcel of land

Parcel of land with a structure that is owned and occupied by you/your household

Parcel of land with a structure that is vacant, but with certain applicable conditions*

Parcel of land with a structure that is occupied, but with certain applicable conditions*

* See the scenarios discussed and the related documents required for each.

Our effort to acquire your property is voluntary in nature, and, therefore, without any threat of eminent domain (condemnation). For that reason, we can only consider acquiring your property if we are able to reach an amicable agreement. At this time, we are prepared to offer you \$_____, as indicated in the Offer of Sale of Real Property (herein referred to as the Offer of Sale), for clear title and deed to the subject property.

This Offer of Sale is contingent on certain conditions being met that will be outlined in the Offer of Sale. Furthermore, this Offer of Sale is also contingent upon the enclosed appropriate/applicable support documentation for the related scenarios(s) relevant to the subject property being properly completed and returned to our Office.

Conditions And Subject Property Scenarios [Includes required support documents that must be submitted for each scenario.]

- You accept our offer, or we agree to a negotiated amount that should not exceed the property's estimate of fair market value.
- The property has a clear title without heirship, title dispute, or other problems.
- You return the Seller's Occupancy Certification certifying that no tenant resident resides at, or has been displaced from, the subject property.
- We receive certification from you that the property became tenant occupied after the date of this letter, but before the tenant leased and occupied the property, the tenant voluntarily executed a Move-in notice. **(Provide Move-in documents as appropriate. An example of a Move-in notice is included with this information.)**
- We receive certification from you that the subject property is tenant occupied.
 - **NOTE:** If the unit is tenant occupied, the Offer of Sale is subject to an evaluation of the complexity and cost of relocating the occupant(s), and may cause the Offer of Sale to be withdrawn.

If you have any questions or need additional information from our staff, please contact our Office.

Sincerely,

Buyer or Buyer's Representative

Enclosures